

(b) *Where to apply.* An application for discharge from the Air Force may be sent to Headquarters Air Force Manpower and Personnel Center, Directorate of Manpower and Personnel Data Systems, Records Management Division, Airman Actions Branch, Boards and Correction Section (HQ AFMPC/MPCDOAI), Randolph AFB TX 78150.

(c) *How to apply.* (1) An application may be made using DD Form 2168, Application for Discharge of Member or Survivor of Member of Group Certified To Have Performed Active Duty With the Armed Forces of the United States, or in narrative form.

(2) Forms are available on request by writing to HQ AFMPC/MPCDOAI, Randolph AFB TX 78150, or to the National Personnel Records Center (NPRC), 9700 Page Boulevard, St Louis MO 63132.

(3) Applications should be as complete as possible. The burden of proof is on the applicant. The applicant should provide all available evidence to support a claim for membership in the group and to determine the character of service performed. The Individual Service Review Board will have available a copy of the report of the Advisory Panel to the DOD Civilian/Military Service Review Board, which may contain information pertinent to individual service.

(4) Documentation may include, but is not limited to, separation or discharge certificates, mission orders, identification cards, contracts or personnel action forms, employment records, education certificates, diplomas, pay vouchers, certificates of awards, casualty information, and any other supporting evidence of membership, or character of service performed.

(5) The Air Force will not provide representation by counsel for the applicant, nor will it defray costs of such representation under any circumstances.

(d) *When to apply.* There is no specific time for submitting an application for discharge.

#### § 881.4 Application screening.

HQ AFMPC/MPCDOAI will acknowledge receipt of each application. The application will then be reviewed to see if it is proper and complete.

(a) An application that should be considered by another military department will be referred to that department, and the applicant will be sent a written notice or a copy of the referral letter.

(b) If the Secretary of the Air Force has not made a determination concerning the particular group in which an applicant claims membership, the applicant will be returned without prejudice. An application may be resubmitted after Secretarial determination that the group is certified.

(c) Applications made by a group (or individuals on behalf of a group) are not processed under this part. If such applications are received, they are to be referred to the Secretary of the Air Force, Manpower, Reserve Affairs and Installations, Personnel Council (SAF/MIPC). The Pentagon, Washington DC 20330, for further review.

(d) Incomplete applications will be returned to the applicant without prejudicing later consideration.

(e) All proper, complete applications will be referred to the Individual Service Review Board for further consideration.

#### § 881.5 Individual Service Review Board.

(a) *Purpose.* The Individual Service Review Board is established by the Secretary of the Air Force at AFMPC to:

(1) Review applications for discharge under this part.

(2) Make findings of fact based on evidence submitted; and,

(3) Based on those findings, act further on the application as outlined in section 6 of this part.

(b) *Composition.* The Board consists of military members in grade lieutenant colonel or higher, and civilian members, grade GS-12 or higher, appointed by the Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel (HQ USAF/MPC). Three members constitute a quorum. The senior member acts as Board chairperson. A nonvoting recorder keeps a record of the Board's actions concerning an application.

(c) *Administrative support.* The Directorate of Personnel Program Actions, Separation Programs and Procedures